



AGENT AUTHORIZATION FORM

PICKENS COUNTY ASSESSOR'S OFFICE

222 McDaniel Ave., B8 Pickens, SC 29671
Phone: 864-898-5872

Pickens County is an equal opportunity provider and employer.

OWNER INFORMATION

Owner Name(s)

Owner's Daytime Phone Number (8:00 am to 5:00 pm)

Owner's Email Address

AGENT INFORMATION

Agent's Name

Agent's Daytime Phone Number (8:00 am to 5:00 pm)

Agent's Email Address

Business Name

Agent's Title or Relationship to Owner

Agent's Mailing Address (Include City/State/Zip Code)

PROPERTY INFORMATION

Account Number(s)

Physical Address / Location

SPECIFY AGENT'S AUTHORITY

The agent listed above is authorized to represent the property owner for the listed-account numbers with (select or enter all that apply):

1. If applicable, a copy of a "Letter of Appointment", "Certificate of Trust", "Articles of Incorporation", "Power-of Attorney", or "Attorney Letter" must be submitted with this form.
2. Agent's authority is for tax year (please enter year):

SIGNATURE AND DATE (Attach copy of a valid driver's license or state-issued ID).

Signed by: (Please check one): Owner Partner Officer

Title of Signer: (select from list or enter title below)

Signature:

Print Name

Date Signed

INFORMATION

Rights of the Assessor:

The Agent Authorization Form must be filled out completely and correctly in order for it to be accepted by the County Assessor. The Assessor reserves the right to request confirmation of authorized signatures, as well as to disregard any Agent Authorization or Power of Attorney not completed in accordance and as otherwise required by law. An agent filing an appeal on behalf of the property owner must timely file the appeal and the Agent Authorization Form by the appeals deadline date for each tax year.

Effective Date:

This Agent Authorization is for the tax year reported on this form and is effective for that tax year only.

Powers of Attorney:

If you possess a Limited Power of Attorney, a General Power of Attorney or a Durable Power of Attorney, attach a complete copy of that document.

Account Numbers:

The "Account Numbers" for the "Property Owner" are identified in the records of the County Assessor. The authorization **must exactly match** the "Property Owner" and the "Account Number(s) identified in the records of the County Assessor. Property information, including the "Property Owner" and the "Account Number(s) are listed on the tax notices and may be found at www.pickensassessor.org

Account Number(s):

Only three account numbers may be reported per authorization form. An "Account Number" starts with the letter "R" or "M", followed by seven numbers, and is displayed on the tax bill (example: R0015787).

Owner's Signature:

The Owner of record must sign this form unless authorization has been provided to certain individuals. The following individuals are authorized to sign as (or on behalf of) the owner:

Authorized Agents:

- 1. Attorneys**
- 2. Certified Public Accountants**
- 3. Enrolled Agent s-** enrolled as an agent under the Requirements of the US Treasury Department Circular No. 230.
- 4. Corporate Officers** - may represent their corporation.
- 5. Partners** - may represent their partnership.
- 6. Full-Time Employees** - may represent their employers.
- 7. Family Members** - a member of the taxpayer's immediate family (i.e. spouse, parent, child, brother, or sister).
- 8. Real Estate Appraisers** - who are registered, licensed or certified pursuant to Chapter 60, Title 40, may represent clients in matters limited to questions concerning the valuation of real property. Code Section 12-60-90(C)(2).
- 9. State and Local Tax Officials**

Acts Authorized

A representative is an individual authorized to perform certain acts on behalf of the taxpayer with respect to the specific-agent's authority listed this Agent Authorization Form.

Actions taken by an authorized agent are binding, even if the representative is not an attorney. Proceedings cannot later be declared legally defective because the representative was not an attorney. Corporate officers, partners, fiduciaries, or other qualified persons signing on behalf of the taxpayer(s): By signing, you also certify that you have the authority to execute this form. However, the authorization document must be timely filed.

Notices and Communication

All Notices and Communications will be sent to the taxpayer only. However, if you are unable to forward a copy to your named representative, you may contact the Assessor's Office for assistance. Phone: **(864)-898-5872**